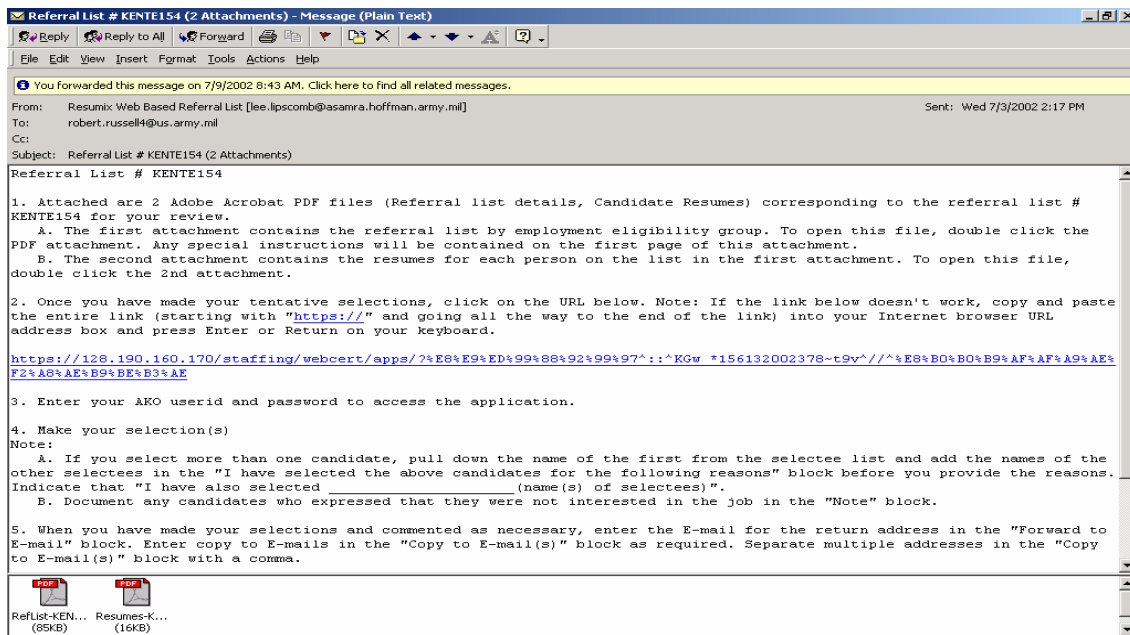




Under Army's Central Resumix Database, how will this supervisor receive a referral list for her Budget Analyst vacancy?

Excellent question! Along with Army's new Centralized Resumix Database, HQDA is fielding a number of new Staffing Tools that will more fully automate the staffing process. One of these new tools is the Web-based Referral System.

Simply stated, selecting officials will receive referral lists in an e-mail message from their servicing CPOC. It will look like the sample below:



Note the two attachments at the bottom of this referral notification e-mail message. The first attachment is the referral certificate and the second contains

the resumes of referred candidates. Clicking on the first attachment produces results like these:

CPOC Referral List

Date: 1/10/2002

Certificate Issued Date: 1/10/2002 Expiration Date: 2/6/2002
 Certificate Number: SWLT503 Announcement Number: SW-0201-1
 Position Title: PERSONNEL MANAGEMENT SPECIALIST
 PP-Series-Grade: GS - 0201 - 9 Target Grade: 11
 Organization: ---
 CPAC: ---
 CPOC Rep: Iona Smith CPOC Phone: ---
 CPAC Rep: Lee Smart CPAC Phone: 703-325-5011
 PERSACT No: --- Performance Level: Current Grade Level

Employee Name	Phone #	Phone Type
VRA		
10 PT Camp VET		
Jackson, Shelton	401 724-5356	(H)
	617 753-3164	(W)
	955-3164	(W)
	617 753-3164	(W)
	955-3164	(W)
	401 724-5356	(H)
Southwest, Jarc	785 239-6989	(H)
	785 124-5201	(W)
Southwest, Jarc	254 569-1258	(H)
	254 788-6431	(W)
10 PT No Camp VET		
Southwest, Jarc	785 625-3247	(H)
	254 689-6851	(W)
5 PT No Camp VET		
Owen, Patrick	785 539-8323	(H)
	856-0582	(W)
	785 239-0582	(W)
No Preference VET		
Crandell, Eric	210 316-8228	(H)
Kaminski, Eugene	405 752-5235	(H)
	405 734-8790	(W)
	884-8790	(W)
Southwest, Jarc	785 239-6989	(H)
	785 124-5201	(W)

The second attachment contains applicant resumes. Clicking on the bookmark tab located in the column to the left directs the selecting official to that specific applicant's resume. This is what will appear:

Resumes-KENTE154-73200231651PM.pdf

Emma I. Hqda
 Im Obstgarten 6
 APO, AE 98567 USA
 DSN: 221-6788
 Work: 703-345-6789
 Home: 301-645-4666
 Email Address: ella.kent@asamra.hoffman.army.mil
 Typing words per minute: 60
 Steno words per minute: 140
 WORK EXPERIENCE:
 May we contact your current Employer? Yes

9/1996 to Present. Hrs per week: 40, Personnelist, GS-201-SGT. USMCA.
 Arlington, VA 20323, John Bloer, (703) 325-1235.
 Serves as the technical authority on the operation of the Army Civilian
 Personnel Data System (ACPERs). Im doing this so Anand can see.

With HUNG AND ANAND. Second Testing.

Third testing with Ron.

Fourth testing.

Fifth Test. 4/29/2002

9/23/1994 to 9/8/96. Hrs per week: 40, Staffing Specialist, GS-212-12. USMAC.
 Alexandria, VA 20220, Mr. Smith, (703) 325-6547.
 Analyzed products to ensure they serve the purpose intended and needs of the
 user.

Hrs per week: 40, Receptionist, ---. USC Univ. New York, NY 09999, Mr.
 Change, (212) 222-3434.
 Served as principal Civilian Personnel Office functional expert/contact and
 provides the full range of position management, position classification, and
 staffing services in assigned organizational elements to all levels of line
 management and employees.

EDUCATION:

The e-mail forwarded to the manager's AKO e-mail address includes instructions for reviewing the referral list and resumes. When the selecting official is ready to document the selection (s), he or she will click on the hyper-link contained in the referral e-mail. The link produces the logon screen below. The selecting official simply enters his/her AKO User ID and Password, and they are in!

SPECIAL NOTE: Only the AKO addressee has access to the referral selection page. This is because the selection page can only be accessed with that person's AKO user log-in. If the selecting official must delegate selection authority to another person, the CPOC will need that individual's AKO e-mail address. The referral can then be sent to the delegate for action.

Another convenient feature of the web-referral tool is that the AKO e-mail system allows users the option of forwarding e-mail to another e-mail account of their choosing!

In addition, AKO log-in Help is available at the AKO portal if a user needs to reset a forgotten password. AKO may be accessed at the following URL:

<https://www.us.army.mil>

When clicking on the Web-Referral link, the following logon appears:

The screenshot shows a Microsoft Internet Explorer window titled "Referral List - Microsoft Internet Explorer". The address bar displays a URL starting with "taffing/webcert/apps/?%E8%E9%ED%99%88%92%99%97^::^KGw_*156132002378~t9v^/|^%E8%B0%B0%B9%AF%AF%A9%AE%F2%A8%AE%B9%BE%B3%AE". The page content includes a "Referral List" header with a "Home" link. Below this is a blue bar with the text "Respond to Referral List". The main content area is a light gray box with the heading "Please Logon". It contains two input fields: "AKO User ID" with the text "robert.russell4" and "Password" with asterisks. A "Logon" button is at the bottom of the box. To the right of the password field is a "Contact us" link. Below the logon box, the text "Version 1.0" is displayed, followed by "US Army. All rights reserved." and "Unauthorized access is prohibited. Usage will be monitored." The status bar at the bottom shows "Referral List Home" and "Internet".

Acting on the referral list is very straightforward. The selecting official simply uses the pull-down menu to make their selection, and to choose a first and second alternate. A text box is provided for the selecting official to enter his/her reasons for their selection. An additional text box is available to enter special instructions or comments as illustrated below. Additional selections may also be annotated here.

Referral List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print W

Address http://talfigingwebbert/japs/?%E8%92%99%97%KGM_156132002378~19%/%E8%80%80%B9%AF%AF%A9%AE%F2%A3%AE%B9%8E%83%AE Go Links

Referral List ANSWER Online Help

▶ Candidate Selection

Response for Referral list # KENTE154 ROBERT.RUSSELL4

Referral list response

Save Reset Forward to E-mail - lee.lipscomb@asamra.hoffman Copy To E-mail(s) - anyone.you.would.like.to.cc

Tuesday, July 09, 2002

Ref. List #	KENTE154	RPA Number	---
Ref. List Issued Date	7/3/2002	Expiration Date	5/31/2002

For the Position - **DENTAL ASSISTANT, GS - 4019 - 13**

I have considered all of the candidates and have selected :

Selectee : --- Select a Candidate ---

First Alternate : --- Select a Candidate ---

Second Alternate : --- Select a Candidate ---

I have selected the above candidates for the following reasons :

Ms. Smith possesses advanced technical experience directly related to the duties of this position. Ms. Smith's resume documents that she has the necessary skills, experience, education and training to successfully perform in this job.

Note :

Lee, please contact me to discuss moving up the effective date on this hiring action.
Sincerely,
Robert Russell DSN 066-0000

Referral list response Internet

To save and submit, click on the "Save" icon in the upper left corner. Selecting officials may also enter courtesy-copy e-mail addresses in the "Copy To E-mail(s)" box.

This completes the web-based referral transaction! Customers should contact their servicing CPAC or CPOC if they have any questions, problems or concerns with the Web-Referral Tools!

Remember!! Selecting officials must have an active Army Knowledge Online account to use the web-referral system. Creating an AKO user account is simple and fast. For more details click on this link! <https://www.us.army.mil/>